



**ASIAN AMERICAN RESOURCE CENTER ADVISORY BOARD
REGULAR QUARTERLY MEETING MINUTES
MONDAY, JULY 12, 2010**

The Asian American Resource Center Advisory Board convened in a Regular Quarterly Meeting on Monday, July 12, 2010 at 301 W. 2nd Street in Austin, Texas.

Board Member Schiller Liao called the meeting to order at 6:07 p.m.

Board Members in Attendance:

**Ahsan Chowdhury - Chair
Imad Ahmed
Chiawen Hsu
Veronica Lee
Schiller Liao**

Staff in Attendance:

**Taja Beekley – Executive Assistant, CMO
Debra Dibble – Contract & Land Management Dept.
Rudy Garza – Assistant City Manager
David Taylor – Project Manager, Public Works
Lynda Williams – Contract & Land Management Dept.**

1. CITIZEN COMMUNICATION

Channy Soeur, President of the Austin Network of Asian American Organizations reaffirmed their commitment to the construction of the Asian American Resource Center and making it a successful endeavor. He thanked the City of Austin for continuing to support the project.

2. APPROVAL OF MINUTES

The minutes from the Special Called Meeting of March 1, 2010 were approved on first motion by Member Liao and on second by Member Lee with a 5-0 vote.

3. OLD BUSINESS

a. Update from Asian American Resource Center 501c3

Member Liao explained the nonprofit board has been working on an U.S. Economic Development Administration (EDA) grant for \$1.5M with the City as a co-applicant; it is due in September 2010. In addition, they have been working with the Network of Asian American Organizations (NAAO) and Chamber of Commerce on fundraising and programming efforts.

4. NEW BUSINESS

a. Discussion and Action on the Design and Construction, Firm Selection Process, and Recommendation for the Asian American Center

ACM Garza provided an introduction/overview on the Asian American Center project. Lynda Williams, Project Coordinator, CLMD then gave a presentation on the solicitation schedule, firm selection process (evaluation and ranking of the submittals and interviews), and the final results. The Top Ranked Firm is Flintco, Inc. and Second Ranked Firm is Harvey-Cleary Builders, both of Austin, TX. Next steps include Council consideration of the contract award on July 29th followed by contract negotiations in August/September and anticipated execution of an agreement in October 2010. Staff answered questions by the board members.

ACM Garza discussed the concept of a “working group” comprised of members of the Asian American Resources Center Advisory Board and outside stakeholders that would be involved in making decisions about the project through the design and construction phases. David Taylor, Project Manager, PW provided additional information.

The selection of Schiller Liao to serve as the primary board member in the working group and Ahsan Chowdhury as the secondary was approved on first motion by Member Hsu and on second by Member Ahmed with a 5-0 vote.

The board reviewed the Recommendation for Council Action (RCA) and back-up materials that would authorize negotiation and execution of a Design-Build Agreement with Flintco, Inc. for preliminary and design phase services for the Asian American Resource Center in an amount not to exceed \$350,000. Staff answered questions by the board members.

The recommendation to Council to approve the RCA was approved on first motion by Member Lee and on second by Member Liao with a 5-0 vote.

5. FUTURE AGENDA ITEMS

Discussion and Action on the working group.

ADJOURN

Member Ahmed adjourned the meeting at 7:16 p.m. without objection.